

## **BUTLER COUNTY JOB DESCRIPTION**

Title: EMA Director

Job Analysis conducted: December 2010

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Chairman of County Commission or County Administrator

Subordinate Staff: None

Other Internal contacts: Other County Employees

External Contacts: AEMA & Homeland Security Regional Coordinators; Law Enforcement; Fire & Rescue Departments; Other County Emergency Agencies; Local, State & Federal Government Agencies; General Public

### **Job Summary**

Director is responsible for the development, implementation and maintenance of an emergency management system for Butler County to reduce the vulnerability of the citizens and the communities to damage, injury and loss of life and property resulting from terrorism, natural disasters and major emergencies. The Director will provide for the coordination of activities relating to the mitigation of, protection of, prevention of, planning and preparedness for and response to terrorism, natural disasters and major emergencies by participating agencies and offices within Butler County. The position requires direct responsibility for the organization, administration, and operation of the Butler County EMA, subject to the direction and control of the Chairman of the Butler County Commission. The Director serves as the principal advisor to the Butler County Commission in disaster/emergency matters. The Director is given authority to determine program priorities, requirements and procedures to implement and support the local, state and national program objectives. Job effectiveness can be determined by the ability of the EMA Director to take the lead in disaster mitigation, prevention, response and recovery, planning, training, and coordination in the support of the incidents/disasters/emergencies, making maximum use of all public and private resources available.

## **Job Domains**

### **A. Planning**

1. Determine the needs of the county.
2. Develops county emergency management and homeland security plans and coordinates with all State and Local contingencies. Update emergency plans regularly.
3. Prepares plans for relocation of evacuees from local and other areas or counties.
4. Prepares and presents to State EMA and Homeland Security reports showing planned program activities/accomplishments and requests for reimbursement.
5. Apply for grants; prepare necessary paperwork to secure grant funding and reimbursements from grant resources.

### **B. Public Awareness**

1. Uses all available means to inform public function of Butler County Emergency Management and Homeland Security Agency.
2. Distributes booklets and pamphlets offering information to the public.
3. Speaks to civic groups, students and emergency responders on importance of emergency preparedness.
4. Ensures that weather watches and warnings; homeland security warnings are received by the public.
5. Holds emergency management and homeland security drills.

### **C. Professional Development**

1. Participates in professional development courses offered by state and federal EMA and Homeland Security.
2. Attends and participates in seminars on planning, budgeting, workshops and exercises conducted by all state and federal agencies.
3. Reads and complies with all bulletins, e-mails, and letters issued by the state.

### **D. Coordination of Resources**

1. Prepares and lists all available county personnel and resources that can be used in a disaster.
2. Coordinates resources of local response groups, medical, law, public works, volunteer fire and rescue, so as to be more efficient and effective in emergency situations.

**E. Training and Development**

1. Offers training to groups who handle emergencies on a daily basis and to volunteer groups.
2. Schedules individuals and groups for training classes in all areas through this department.
3. Works with schools, businesses, hospitals, nursing homes and mental facilities in development of emergency plans.
4. Assists all these facilities in exercises.

**F. EOC Operations**

1. Prepares and staffs EOC in a disaster situation and advises all elected officials.
2. Tests and maintains all communication equipment in communications room.
3. Inventories all equipment and stores all equipment purchased.
4. Maintains inventory of maps and charts used by emergency personnel.

**Knowledge, Skills, and Abilities**

1. Verbal skills to conduct various training courses and to communicate with the general public in normal or emergency situations.
2. Math skills to create a budget, figure grants or projects.
3. Writing skills to develop and maintain all plans and records.
4. Reading skills to comprehend state and federal guidelines and laws.
5. Knowledge of emergency management and homeland security.
6. Knowledge of budget preparations.
7. Ability to solve problems, to make decisions, and to supervise personnel in an emergency situation.
8. Knowledge of shelter management procedures & working with Red Cross and DHR.
9. Knowledge of radiological monitoring procedures, SNS, and other procedures.
10. Knowledge of hazardous materials procedures and reading guide books.
11. Knowledge of procedures necessary for cities and counties to do damage assessments in disasters.
12. Knowledge of county, state, and federal policies and procedures.
13. Knowledge and skills to operate complex computer systems and software and to insure that the systems are upgraded periodically to the latest technology available.
14. Knowledge and skills to acquire certifications.

**Physical Characteristics**

1. See well enough to read maps, instruments, and computers.
2. Hear well enough to talk on telephone and radios.

3. Speak well enough to address various organizations, training groups, public and media.
4. Body movement and mobility to move equipment required in job.
5. Strength and endurance to remain active for several days straight in emergency situations.

#### **Other Characteristics**

1. Possess a current Alabama driver's license.
2. Willing to travel to training sessions and to various facilities for inspections.
3. Willing to work non-standard hours and to pull call for 24 hours 7 days a week or to provide this coverage.
4. Any combination of education, training and experience which provides the qualifications listed above.

#### **Qualifications and Requirements**

1. Two Years College Level Education
2. Three Years work experience in the area of emergency response and emergency management
3. 200 Hours of Course Work in emergency management as the Director of AEMA
4. Reside in Butler County